

<b>Subject:</b> City Council Agenda Procedure	<b>Number:</b> 5-1
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> City Clerk	<b>Approved:</b>

## Purpose

To outline the procedure used to assemble and distribute reports and supplemental material for the weekly City Council agenda.

## Policy

The preparation of the weekly City Council agenda is a complex process requiring coordination between City offices. For all those involved, it is crucial that deadlines be met and procedures observed. Failure to meet any of the deadlines may prevent placement of the report on the City Council agenda for the following week.

## Procedures

### Part I.

1. Reports to the City Council shall be on the standard Report to the City Council form. Supplemental material with the "Report" shall be on standard 8-1/2 by 11-inch white paper. City Council agenda material shall be submitted to the Office of the City Manager and the City Clerk's Office by 2 p.m., Wednesday, the week prior to the date of the City Council meeting.
2. The City Clerk's Office shall prepare the preliminary City Council agenda, which will be available by 5 p.m., Wednesday, for department directors' review that evening. The agenda will also be e-mailed to staff on Wednesday afternoon.
3. The City Council agenda shall be formalized at agenda conference on Thursday the week prior to the date of the City Council meeting. The Office of the City Manager will notify department directors of any change to the agenda conference schedule.
4. The required number of copied sets of each Report to the City Council is five.
  - a. The Office of the City Manager shall receive four copied sets. Of these four sets, one shall be picked up by the City Attorney's Office.
  - b. The City Clerk's Office shall receive one copied set.
  - c. The original Report to the City Council shall remain with the department director, who will submit it to the Chief Administrative Officer at agenda conference on Thursday.

5. **Consent Calendar Items.**

- a. On Friday, two weeks prior to the Council meeting, one copy of each Consent item will be delivered to the Chief Administrative Officer for his review. Each copy will be **marked "draft."**
- b. On Tuesday prior to the Council meeting, 10 sets of all Consent items will be provided to the City Clerk for distribution to Councilmembers for their review. The copies will be **marked "draft."**

**Part II.**

1. With each copied set of a report delivered to the City Clerk Office and to the Office of the City Manager, there shall be a City Council Agenda Transmittal form attached to the top of the report. A sample City Council Agenda Transmittal form is attached to this Administrative Order.
2. The City Council Agenda Transmittal form contains the following information.

a. **Council Meeting Date**

Indicate the meeting date the report will be presented to City Council.

b. **Title of Report**

The title must include the City Council action proposed to be taken, **including resolutions and ordinances** to be adopted.

According to the State of California Brown Act, the agenda for a public body must state clearly the subject to be discussed, action to be taken, or action recommended. If the agenda does not mention action to be taken, the City council may not take that action.

The following examples of an agenda title satisfy the requirements of the Brown Act and serve to inform the public and City Council:

- (1) Amend the Salary Resolution to ....
- (2) Adopt Amendment to Ordinance ....
- (3) Approve a Grant Application to the State for....
- (4) Award Bid in the Amount of ....

The City Clerk's Office and City Attorney's Office are available to assist regarding the required title of an agenda item.

c. **Agenda Placement**

Check appropriate category.

- (1) Time Schedule Hearings and Matters

- (2) General Consent Calendar (1A)  
(Noncontroversial items)
- (3) Consent Calendar–Bills for Introduction (1B)
- (4) Consent Calendar–Bills for Adoption (1C)
- (5) Planning and Zoning Administration (2)  
(Controversial planning items for discussion)
- (6) General Administration (3)  
(All other items likely to have discussion, and bills for adoption not set for hearing and not on consent)
- (7) City Attorney (4)
- (8) City Council (5)
- (9) City/County Intergovernmental Relations (6)  
(Intended for material relating to other governmental agencies, such as County of Fresno, State of California)
- (10) Executive Session (7)

**d. Contact Person for Questions**

Indicate the name and telephone number of the staff member to contact if there are questions.

**e. Special Conditions**

Include any special conditions.

- (1) Critical report be placed on agenda for this date.
- (2) Controversial report that may have persons appearing to discuss this with Council.
- (3) Special interdepartmental coordination required.
- (4) Report requires more than quorum majority for passage, e.g., five votes for an appropriation, four votes for an ordinance.

**f. Approval Required or Supplemental Material Secured By**

The report shall reflect completed staff work including legislation, such as an ordinance, specific resolution, contract, agreement, lease. Prior approval by the City Attorney's Office is required on proposed legislative action. Supplemental material attached to the report shall include all necessary coordination with other City offices.

Amendments to the Annual Appropriation Resolution and amendments to the Master Fee Schedule are prepared by the Budget and Management Studies Division. Amendments to the Position Authorization Resolution are prepared by Human Resources.

To provide staff sufficient time to review and approve proposed legislation or to prepare supplemental material, the originating department shall provide a draft of the report to the appropriate office by Monday, 12 noon, prior to the Wednesday agenda deadline.

**g. Remarks**

If the report includes an attached Fiscal Impact Statement, it should be noted under remarks.

**Part III.**

1. On those rare occasions a report cannot be prepared completely by the 2 p.m., Wednesday, deadline, the department shall notify the City Clerk's Office **and** the Office of the City Manager of the pending report and its title for placement on the preliminary City Council agenda.
2. A late report shall be coordinated with the Chief Administrative Officer.
3. "Red tags" were developed for those Council reports submitted after Council agenda packets have been distributed (on Friday afternoons) but which need to be included in the packet for the Council meeting. It is the responsibility of the originating department to complete the following when a report is red tagged:
  - a. Print the appropriate number of copies;
  - b. Three-hole punch all copies;
  - c. Verify with the City Clerk's Office, the red tag information to be completed on the form; red tag forms are available from the City Clerk's Office; and
  - d. Complete and attach a red tag to each copy.
  - e. Distribute to recipients (indicated below) prior to the Council meeting.
    - (1) 8 copies to Mayor/Councilmembers
    - (2) 1 copy to City Manager's Office
    - (3) 1 copy to City Attorney's Office
    - (4) 50 copies plus original to City Clerk

**Part IV.**

1. Contracts are generally not included in the packet of City Council agenda material, but are available at the Council meeting for review. In submitting agenda material that includes contracts, the originating department shall include at least one contract for each party that is a signatory to the contract. These contracts shall generally contain original signatures of all parties other than the authorized City signature. Two such signed contracts are required and must include the City Attorney's signature indicating approval as to form.

**CITY OF FRESNO  
CITY COUNCIL AGENDA TRANSMITTAL**

**COUNCIL MEETING DATE:**

**1. TITLE OF REPORT:**

**2. AGENDA PLACEMENT:**

- ☐ Time Schedule Hearings and Matters
  - ☐ Schedule Time for Public Notice: \_\_\_\_\_
  - ☐ Schedule Time for Citizen Convenience: \_\_\_\_\_
- ☐ General Consent Calendar (1A)
- ☐ Consent Calendar - Bills for Introduction (1B)
- ☐ Consent Calendar - Bills for Adoption (1C)
- ☐ Planning and Zoning Administration (2)
- ☐ General Administration (3)
- ☐ City Attorney (4)
- ☐ City Council (5)
- ☐ City/County Intergovernmental Relations (6)
- ☐ Executive Session (7)

**3. CONTACT PERSON FOR QUESTIONS:** \_\_\_\_\_ Ext.

**4. SPECIAL CONDITIONS:**

- ☐ Critical that item be placed on agenda this date.
- ☐ Controversial item - may have persons appearing to discuss with Council.
- ☐ Item requires special interdepartmental coordination.
- ☐ Requires more than quorum majority for passage.
- ☐ Subject to Mayor's veto.

**5. APPROVAL REQUIRED AND/OR BACKUP MATERIAL SECURED BY:**

- ☐ City Attorney's Office
- ☐ Ordinance ☐ Resolution ☐ Contract ☐ Agreement ☐
- ☐ Submitted for approval on \_\_\_\_\_
- ☐ Budget and Management Studies Division
- ☐ Human Resources Division

**6. REMARKS:**

<b>Subject:</b> <b>Definition of Public Record</b>	<b>Number:</b> 5-2
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> City Clerk	<b>Approved:</b>

## Purpose

To define a public record and establish a procedure for making such records available to the general public when not exempt from disclosure.

## Procedures

1. A public record is defined as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.
2. Except with respect to public records exempt from disclosure by express provisions of law, public records are open to inspection at all times during regular office hours.
3. Except with respect to public records exempt from disclosure by express provisions of law, upon a request for a copy of reasonably identifiable records and the payment of fees covering direct costs of duplication as set forth in the Master Fee Schedule, staff will make the records promptly available to the person making the request. Computer data will be provided in a form determined by the respective department.
4. Any request to inspect or copy any public record(s) shall be immediately referred to the respective department director and the City Attorney whenever the staff person receiving the request has reason to believe either (i) the record may be exempt, in whole or in part, from disclosure by express provisions of law; (ii) the records may be maintained by another department; or (iii) reasons exist which prevent staff from making the records promptly available. The department director of the department maintaining the records will be responsible for determining whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the City and notifying the person making the request of the determination and the reasons therefor within 10 days of staff's receipt of the request.
5. The Public Records Act (commencing with Section 6250 of the Government Code) contains provisions exempting certain public records from disclosure, such as personnel records, and identifies other statutes that may operate to exempt certain records. These provisions and statutes listed may not be inclusive of all exemptions. Staff is encouraged to consult with the City Attorney.

<b>Subject:</b> Notification of Annexation to City Departments	<b>Number:</b> 5-3
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> City Clerk	<b>Approved:</b>

## Purpose

To establish a notification process to all departments so that they may become officially aware of new annexed areas to the City of Fresno.

## Procedures

1. At the time the County Recorder's Office officially records the new annexation to the City of Fresno, the City Clerk is immediately notified by telephone.
2. The City Clerk's Office will immediately verbally notify the appropriate departments and staff to provide service to those newly annexed areas. Written notification will also be distributed to the departments and staff.
3. Additional internal notices of annexation with maps of the annexed areas will immediately then be distributed to the appropriate departments.

<b>Subject:</b> Biannual Employee Service Award Program	<b>Number:</b> 5-4
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> City Clerk	<b>Approved:</b>

## Purpose

To establish a policy for the biannual Employee Service Awards program in recognition of the organization's most vital asset—its human resources—and to acknowledge the dedicated and outstanding employees who have given ten years or more of service to the City.

## Procedures

An Employee Service Awards event shall be held biannually honoring those employees who have served with ten years or more of service.

A resolution of appreciation shall be presented to each employee being honored.

The event shall be a light refreshment function coordinated by the Effective Public Services committee.

A proposal for each program, including costs and funding, will be submitted to the Chief Administrative Officer for approval prior to each event.